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10 AUG 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 7 August 1970

1. Agency Funded Youth Employment Program: *spoken or written?*

25X1A [redacted] Chief, Staff Personnel Division, obtained a verbal report of the progress by the General Services Administration in meeting our levy of 18 participants in the Summer Employment Program for Youth. 25X1A [redacted] Logistics Services Division, reported that during the month of July our average on-duty strength was five and ranged from three to eight. GSA does not at this time appear to plan to assign any more than this number to our grass-cutting and leaf-raking activities. These young employees have worked around the Printing Services Division building, both sides of the Route 123 main entrance road to the building, on the shrubbery behind the cafeteria, and in one of the inner courts of the building. 25X1A [redacted] indicated that he planned to attempt to have GSA assign these employees to the area outside the fence along the road which runs by the front entrance of the building.

2. Summer Only Employees: 25X1A [redacted] of the Office of Research and Development levied a request on our Temporary Assignment Staff (Pool) for two additional summer employees with engineering backgrounds. In the process of conducting follow-up interviews with summer employees, eight were identified as having some engineering background and six of these were referred to 25X1A [redacted] in the OSD Administration Staff for follow-up.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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3. Co-Op and Summer Intern Programs: A total of 52 co-ops and summer interns attended the general briefing given by the Office of Training on the Agency and the intelligence community. Summer interns (DDI types) were also briefed by NPIC officials.

4. Position Classification: A new schedule has been developed for the [REDACTED] to provide for the cost-of-living increase in the area.

5. Blood Donors: 109 pints of blood were donated by Agency employees on 4 August. This decrease in donors (last month - 158) is attributed to summer vacations.

As a result of a call on Tuesday from the D. C. Chapter of the American Red Cross regarding a critical need for donors, 22 employees from the Technical Services Division and the Office of Basic and Geographic Intelligence responded and 16 donors were accepted.

6. Tickets for Redskins Games: All tickets for the Colts exhibition game have been sold; 30 tickets remain for the Bills game and 90 for the Falcons.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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